

~~CONFIDENTIAL~~

Chief, Management Staff

23 August 1956

Chief, Records Management Staff

Weekly Report - Week Ending 22 August 1956

1. The architect's initial drawings of the proposed addition to the Records Center have been returned with minor modifications requested. They are now developing the working plans. The Project Outline, under which construction funds will be authorized, has been coordinated with the exception of obtaining the Comptroller's signature.

2. The records control schedule for the Medical Staff has been revised, approved and forwarded for implementation. The need to periodically review records control schedules is reflected by the 6 deletions and 29 additions which were made to their original schedule of December 1953, covering 49 record series. Although the original schedule was not implemented to the extent we felt it could have been, the Medical Staff has retired the equivalent of 24 safe cabinets of inactive records to the Records Center. This represents 32.7% of their total records accumulation.

3. The revised intelligence report form developed by our Forms Staff is now being extended to those NEA field stations which have personnel capable of writing minimum quality reports. Use of the revised form eliminates the usual editing and retyping in the division and greatly expedites headquarters dissemination.

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4. Mr. [REDACTED] received 20 hours on the job training. *

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Distribution

1 - Addressee

1 - Mr. [REDACTED]

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1 - Mr. [REDACTED]

1 - RMS

25X1A9a MgtS/RMS/[REDACTED]:pat (8/23/56)

* Tom 1025 separately on the job training for [REDACTED] was given to Mr. [REDACTED] Brown [REDACTED]

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report in the weekly report.